# How to Withdraw from a Program Online

#### Step 1:

Login to your PerfectMind account.

Don't have a log	lin? <u>Signup</u>
Login to your accour	nt
Email	
meldavina@yahoo.com	
Password	

### Step 2:

Go to your profile page by clicking "My info" under the My Profile tab.



#### Step 3:

On the profile page, scroll down to "Schedules". Click the arrow to expand the field and show the calendar. Make sure to check the box beside the name of the person who registered for the program. Click on "Switch to List View"





## Step 4:

On the right hand side of the list view, click on "Actions", then select "Withdraw"

Switch to Calendar View			
Activity Type: Activities	Show: Current & Future		
Name	Days	Time	Staff Action
Ridgetown - Rec Swim - Lane (	July 02,2021	01:30 PM - 02:15 PM	Actions
			1 Withdraw Add to calendar

This window will open. Click "Withdraw"

Withdraw from Ridgetown - Rec Swim - Lane (Pre-R $ imes$
You are about to withdraw from Ridgetown - Rec Swim - Lane (Pre- Registration Required)
Cancel Withdraw

A window will open to confirm the withdrawal/cancellation.

Melissa Garton	
Ridgetown - Rec Swim - Lan	e (Pre-Registration Required) (00009355)
Location: Ridgetown Howard	d Community Pool, Ridgetown - Kiwanis Park
Cancellation Summary:	
Sessions Withdrawn:	Session
Total Refund:	\$0.00

